SHOW INFORMATION *(Page 1 of 2)*

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

Dear Exhibitor:

Welcome to the ***New Jersey Library Convention.***

We are pleased to advise you that Ocean Rental Exposition Services, LLC has been selected by Show Management as the "Official General Contractor" for your upcoming Show. As the Official General Contractor, we will assist you in every way possible to insure a successful and pleasant presentation. All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to Ocean Rental Exposition Services, LLC.

For your convenience, we are enclosing our order forms for you to complete and return to us. Please read these forms carefully. COMPLETE THESE FORMS AND MAIL OR FAX THEM AS QUICKLY AS POSSIBLE SO THAT YOU MAY TAKE ADVANTAGE OF THE ADVANCE ORDER DISCOUNT PRICES. Please combine into one check all orders due OCEAN RENTAL SERVICES.

FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER AND ORDERS MUST BE RECEIVED BY DEADLINE DATES IN ORDER TO RECEIVE THE DISCOUNT PRICES.

All accounts must be settled before the close of the Show. We accept Visa, MasterCard, American Express, Company Checks and Cash. Please advise your representative attending the show of our policy.

Any discrepancy between our order and what is received at your booth should be brought to the immediate attention of our representative at the show. NO CREDIT will be given after a show has closed.

If you select the option to send your display material to us prior to the show move-in, please note that it must be addressed to our warehouse. ATTN: OCEAN RENTAL EXPOSITION SERVICES, c/o Service By Air. Please use shipping labels that are provided in this exhibitor kit and remember to include your company name and booth number.

Warehouse Shipments - Last Day to Arrive to Warehouse ~ Monday, April 13, 2015 .

Service By Air
50 Mayfield Avenue
Edison, NJ 08837
(866) 862-2003

Direct Shipment will be accepted starting ~ Monday, April 20, 2015 at (Time- ?)

OCEAN PLACE RESORT & SPA
1 Ocean Boulevard
Long Branch, NJ 07740
Phone: (732) 571-4000

Should any shipments arrive prior than then April 20, 2015 set-up date you will need to contact the Ocean Place Resort to notify them if they have the space to hold your materials!

SHOW INFORMATION *(Page 2 of 2)*

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

RETURN TO: *Ocean Expo. Rental Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

Show Information and Booth Package

Booth Size:	6' x 8' and 10'x10'
8' High Backwall Drape:	(Colors)
3' High Sidewall Drape:	(Color)
Booth Identification Sign	
1-6'x30" Decorated Table	White Vinyl Top with Three Sided (Color) Skirting
2-Folding Chairs	
1-Wastebasket	
Booth Carpet	Hall is Carpeted ~ Hotel Carpet

Deadlines and Show Site Information

Discount Deadline	Mon,	April 13, 2015	Orders received with payment
Advance Shipments	Mon,	April 13, 2015	Last day to arrive at Warehouse
Advance Shipments	Mon,	March 16, 2015	To begin arriving at Warehouse
Direct Shipments	Mon,	April 20, 2015	May begin arriving at Exhibit Site at (Time)
Installation	Mon,	April 20, 2015	(Time)
Show Hours	Tues,	April 21, 2015	(Time)
Dismantle	Wed,	April 22, 2015	(Time)

If your driver has not checked in at the Service Desk by (Time), your freight will be forced onto the common carrier.

Shipping Addresses

Advance Shipments to Warehouse

Ocean Rental Exposition Services, LLC
To: Name of Exhibitor and Booth #
For: NJLA Convention 2015
c/o Service By Air
50 Mayfield Avenue
Edison, NJ 08837

Please contact SBA to check on your shipments at (866) 862-2003

Direct Shipments to Exhibit Site

Ocean Rental Exposition Services, LLC
To: Name of Exhibitor and Booth #
For: NJLA Convention 2015
c/o Ocean Place Resort and Spa
1 Ocean Boulevard
Long Branch, NJ 07740

Please contact Ocean Place Resort for *Electrical and Internet Service* at (732) 571-4000 and ask for Convention Services

Service Center

Ocean Rental Exposition Services is here to take care of your on-site needs. All contractors and production personnel will be available, along with anything you might require such as Furniture, Labor and Freight Handling.

PAYMENT POLICY

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

Payment for Services

Ocean Rental Exposition Services requires payment in full at the time services are ordered. Further, Ocean Rental Exposition Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment

Ocean Rental Exposition Services accepts Mastercard, Visa, American Express, and Checks. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. (Exhibitors will be charged a $25.00 bank fee for returned checks).

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Ocean Tradeshow Services office for this show. Ocean Rental Exposition Services, LLC must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustment and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details.

Rentals

Full payment of all rental charges must be received BEFORE THE SHOW to ensure the "Advance Order" prices. All orders received at the service desk will be charged at service desk rates and must be paid for at the time of ordering. We accept Company Check, Cash, Travelers Checks, Visa, Mastercard and American Express.

Material Handling and Labor Services

All charges for any of these services will be billed on the show floor and all accounts must be settled before the move-out of the Show. Once again, Company Check, Cash Travelers Checks, Visa, Mastercard and American Express are welcome.

All orders received for services and equipment will not be honored if there are any delinquent invoices.

Exhibitors who utilize display houses should be aware that if the display house does not adhere to the credit policy, the exhibitors will be liable for payment.

ANY ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED UNTIL PAYMENT OR CREDIT ARRANGEMENTS HAVE BEEN MADE. CHARGES ARE DUE AND PAYABLE ON PRESENTATION OF INVOICE AT SHOW.

IMPORTANT: All drayage forms must be signed and returned one week prior to the opening of the Show. We reserve the right to refuse any shipment for exhibitors who have not returned signed contracts.

ORDER RECAP & ADVANCE PAYMENT FORM

New Jersey Library Convention

Ocean Place Resort
April 21-22, 2015

Deadline Date
April 13, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

ADDRESS | street | city | state | zip | country

PHONE | FAX

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - *PLEASE PRINT* | *DATE*

X

CREDIT CARD CHARGE AUTHORIZATION

EX. DATE

EXPIRATION DATE:

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

ACCOUNT NUMBER ☐ Corporate ☐ Personal

CARDHOLDER'S BILLING ADDRESS - *IF DIFFERENT FROM ABOVE* | CITY | STATE | ZIP | COUNTRY

CARDHOLDER'S SIGNATURE | CARDHOLDER'S NAME - *PRINT*

X

PAYMENT POLICY: Payment in full of rental charges, including applicable tax, must accompany your Advance Order to qualify for Discount Rates. All orders placed at the Service Desk will be invoiced at Standard Rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders will be accepted. All charges are payable in US Funds only. Check, cash, traveler's checks, Visa, MasterCard and American Express are accepted. Any charges still due at the close of the show will be charged to the below referenced credit card unless other payment arrangements are made at the service desk prior to close of the show. Please compute your orders below and mail or fax your payment together with order forms to OCEAN RENTAL EXPOSTION SERVICES, LLC.

Summary of Services and Rental Items Ordered

Standard Booth Furnishings Order Form		$
Estimated Labor Order Form		**$**
	SUB-TOTAL	***$***
	****ADD 7% NJ SALES TAX***	***$***
Estimated Material Handling Order Form		$
	NET AMOUNT DUE	***$***

If paying by Check Please Fill Out the Following Information:

Check #_____Dated:_____Amount $_____

IMPORTANT: If you wish to have your Credit Card on file to authorize OCEAN RENTAL EXPOSITION SERVICES, LLC to charge any outstanding balances incurred by your Company at the Show, please fill out the CREDIT CARD AUTHORIZATION FORM and return with your orders.

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of the original price to cover labor involved. Items cancelled after installation will be charged at 100% of orginal price.

FAX or MAIL TO OCEAN RENTAL EXPOSITION SERVICES, LLC

NOTIFICATION OF EXHIBITOR SERVICE CONTRACTOR

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

Deadline Date
April 13, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

ADDRESS | street | city | state | zip | country

PHONE | FAX

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - *PLEASE PRINT* | *DATE*

X

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling and packing of displays and equipment mus be done by the correct type of labor, OCEAN RENTAL EXPOSITION SERVICES, LLC, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through OCEAN RENTAL EXPOSITION SERVICES, LLC in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by management no later than **Monday, April 13, 2015**. Exceptions will be granted only if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with **Ocean Place Resort and Spa**. For services such as electrical, plumbing, telephone, drayage, rigging, booth cleaning, and labor, no exception will be made and the contract designated by Management will be used.

All agents representing the Exhibitor must be fully identified by an office badge. All agents or representatives who are performing services other than the Exhibitor'w own employees must provide management with Certificates of Insurance at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000 and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than the official contractor to set-up and dismantle their exhibits must fill out this form and return no later thatn the deadline shown above.

ORIGINAL CERTIFICATES ONLY - PHOTOCOPIES OR FACSIMILES WILL NOT BE ACCEPTED

Company Name:_____Booth #_____

Contracting Company Name:_____

Exhibitor Hired Service Contractor:_____

Contracting Company Address:_____

City:_____State:_____Zip:_____

Phone #_____Fax #_____

Estimated Arrival at Show:_____

Contact Name:_____Signature:_____

FAX or MAIL TO OCEAN RENTAL EXPOSITION SERVICES, LLC

MATERIAL HANDLING INFORMATION SHEET

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

Ocean Rental Exposition Services, LLC has been designated as the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

SHIPMENTS: *All shipments must be PREPAID.* **Collect shipments will not be accepted.** All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to Ocean Rental Exposition Services, LLC, detailed handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse, the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated byOcean Rental Exposition Services, LLC's freight handlers upon arrival. ***Ocean Rental Exposition Services, LLC will not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor.***

Advance Shipments to Warehouse

Crates, Cartons, Fiber Cases Only

Rates Include:

Unloading crated freight. The warehouse cannot receive uncrated shipments.
Storing at the warehouse for up to 30 days.
Reloading onto trucks and delivery to the exhibit site.
Unloading freight and delivery to your booth.
Picking up, storing, and returning empty shipping containers.
Reloading freight for return to your specified destination.

Monday, April 13, 2015

Last day for shipments to arrive at the advance warehouse without surcharge.

Make out the bill of lading and consign as follows:

NAME OF EXHIBITING COMPANY
NJLA CONVENTION 2015
YOUR BOOTH NUMBER
C/O OCEAN RENTAL EXPOSITION SERVICES LLC
SERVICE BY AIR PHONE: (866) 862-2003
50 MAYFIELD AVENUE
EDISON, NJ 08837

Direct Shipments to Exhibit Site *(Shipments will NOT be accepted before exhibitors move-in date)*

Rates Include:

Unloading freight and delivery to your booth.
Picking up, storing, and returning empty shipping containers.
Reloading freight for return to your specified destination.

Monday, April 20, 2015

First day for shipments to arrive at the exhibit site.

Make out the bill of lading and consign as follows:

NAME OF EXHIBITING COMPANY
NJLA CONVENTION 2015
YOUR BOOTH NUMBER
C/O OCEAN RENTAL EXPOSITION SERVICES LLC
OCEAN PLACE RESORT & SPA PHONE: (732) 571-4000
1 OCEAN BOULEVARD
LONG BRANCH, NJ 07740

PLEASE NOTE THE FOLLOWING:

1. A Charge Authorization must be completed for freight to be accepted.
2. Immediately upon shipping please forward a copy of the Bill of Lading with the Carriers Pro #.
3. ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.
4. Ocean Rental Exposition Services DOES NOT make arrangements with outside carriers for freight pick-up.
5. Exhibitors MUST return a bill of lading with your shipping instructions to the Ocean Rental Exposition Services Service Desk prior to the end of the show.

EMPTY CRATE STORAGE: Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. Ocean Rental Exposition Services LLC will remove all properly labeled empties for storage, but is not liable for valuables in storage.

MATERIAL HANDLING ORDER FORM

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

Deadline Date
April 13, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - *PLEASE PRINT* | *DATE*

X

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
3. Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
4. Consignment or delivery of a shipment to Ocean Rental Exposition Services, LLC or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
5. Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

ADVANCE SHIPMENTS TO OCEAN RENTAL EXPO. SERVICES WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST	$ 65.00	$130.00 min	**Materials Requiring Special Handling***	ST/ST	$ 67.00	$134.00 min
	ST/OT	$ 81.25	$162.50 min		ST/OT	$ 83.75	$177.50 min
	OT/OT	$ 97.50	$195.00 min		OT/OT	$100.55	$201.10 min

DIRECT SHIPMENTS TO EXHIBIT SITE (200 POUND MINIMUM PER SHIPMENT)

Rates Include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST	$ 75.00	$140.00 min	**Materials Requiring Special Handling***	ST/ST	$101.50	$203.00 min
	ST/OT	$ 93.75	$168.75 min		ST/OT	$127.00	$254.00 min
	OT/OT	$112.50	$225.00 min		OT/OT	$152.25	$304.50 min

Uncrated Materials	ST/ST	$101.50	$203.00 min
	ST/OT	$127.00	$254.00 min
	OT/OT	$152.25	$304.50 min

***NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS and FedEx.

Straight Time: Monday through Friday 8 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays and Holidays

Use "ST/ST" rate if freight will be handled on Straight Time into the show and out of the show.
Use "ST/OT" rate if freight will be handled one way on Straight Time and one way on overtime, either into the show or out of the show.
Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: lbs. @ per 100 lbs., 200 lbs minimum per shipment	$
We will be shipping approximately number of pieces.	
Our shipment will be sent to ☐ Exhibit Site ☐ Warehouse on: via:	

All orders are subject to the terms and conditions as outlined on the payment form.

1. Total Estimated Charges	$
2. 30% Late Arrival Surcharge	$
3. Excess Declared Value	$
4. Payment Enclosed	$

LIMITS OF LIABILITY & RESPONSIBILITY

New Jersey Library Convention
Ocean Place Resort and Spa
April 21-22, 2015

Deadline Date
April 13, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - *PLEASE PRINT* | *DATE*

X

A OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

B. OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

C. OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by OCEAN RENTAL SERVICES, LLC to exhibitor, will be checked at time of actual pick-up from booth and correctors made where discrepancies occur.

D. OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

E. OCEAN RENTAL EXPO. SERVICES, LLC's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event OCEAN RENTAL SERVICES, LLC's maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

F. OCEAN RENTAL EXPO. SERVICES, LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

G. The consignment or delivery of a shipment to OCEAN RENTAL EXPO. SERVICES, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shalll be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

THIS AUTHORIZATION MUST BE SIGNED ABOVE AND SENT TO OCEAN RENTAL EXPOSITION SERVICES, LLC BEFORE FREIGHT SHIPMENTS CAN BE HANDLED.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize OCEAN RENTAL EXPO. SERVICES, LLC to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions herof including those on the reverse side and acknowledge receipt of a copy. We agree that will provide its services as our agent, and not as bailee or shipper, and if any employee of OCEAN RENTAL EXPO. SERVICES, LLC shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsbility thereof.

We agree in the event of a dispute with OCEAN RENTAL EXPO. SERVICES, LLC relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by as an offset against the amount of the alleged loss or damage. Instead, we agree to pay OCEAN RENTAL EXPO. SERVICES, LLC for the full amount of the invoice for all such charges, and we further agree that any claim we may have against OCEAN RENTAL EXPO. SERVICES LLC shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

FAX or MAIL TO OCEAN RENTAL SERVICES, LLC

USE THESE SHIPPING LABELS FOR YOUR **ADVANCE SHIPMENTS** AS THEY WILL EXPEDITE HANDLING.

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Service By Air
50 Mayfield Avenue
Edison, NJ 08837

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Monday, April 13, 2015.

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Service By Air
50 Mayfield Avenue
Edison, NJ 08837

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Monday, April 13, 2015.

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Service By Air
50 Mayfield Avenue
Edison, NJ 08837

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Monday, April 13, 2015.

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Service By Air
50 Mayfield Avenue
Edison, NJ 08837

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Monday, April 13, 2015.

Carrier _____

Number _____ of _____ pieces

USE THESE SHIPPING LABELS FOR YOUR **DIRECT SHIPMENTS** AS THEY WILL EXPEDITE HANDLING.

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Ocean Place Resort and Spa
1 Ocean Boulevard
Long Branch, NJ 07740

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 20, 2015

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Ocean Place Resort and Spa
1 Ocean Boulevard
Long Branch, NJ 07740

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 20, 2015

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Ocean Place Resort and Spa
1 Ocean Boulevard
Long Branch, NJ 07740

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 20, 2015

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

NJLA CONVENTION 2015
NAME OF EXHIBITION

_____
BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Ocean Place Resort and Spa
1 Ocean Boulevard
Long Branch, NJ 07740

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 20, 2015

Carrier _____

Number _____ of _____ pieces

EXHIBITORS PLEASE TAKE NOTE

SHIPPING NOTICE

All shipments, both Advance to the Warehouse and Direct to the Show Site Must be clearly labeled as follows:

Name of Exhibiting Company
Booth Number
NJLA CONVENTION 2015
c/o Ocean Rental Exposition Services, LLC

(Address as listed on Material Handling Information Sheet)

OCEAN RENTAL EXPOSITION SERVICES LLC CANNOT direct your shipment without this information on ALL pieces

DO NOT ADDRESS FREIGHT TO AN INDIVIDUAL

If you are Consigning your Freight directly to Show Site, please be sure your carrier has a Certified Weight Ticket

****

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

Discount Deadline Date
April 13, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

COMPANY | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - *PLEASE PRINT* | *DATE*

X

PRICE LIST

DESCRIPTION	*ADVANCE PRICE*	*ONSITE PRICE*
CHAIRS		
Padded Chair	**$ 50.00**	$ 61.00
Folding Chair	**$ 19.00**	$ 22.00
Side Chair	**$ 42.50**	$ 52.00
Grey Padded Stool with Back	**$ 82.00**	$ 101.50
DRAPED DISPLAY TABLES - 30" HIGH		
Includes White Vinyl Top and Pleated Skirting on Three Sides		
2' x 4' x 30" High Table	**$ 90.00**	$ 112.00
2' x 6' x 30" High Table	**$ 97.00**	$ 120.00
2' x 8' x 30" High Table	**$ 112.00**	$ 139.00
4th Side Skirted	**$ 40.00**	
DRAPED DISPLAY COUNTERS - 42" HIGH		
Includes White Vinyl Top and Pleated Skirting on Three Sides		
2' x 4' x 42" High Counter	**$ 108.00**	$ 130.00
2' x 6' x 42" High Counter	**$ 122.00**	$ 152.00
2' x 8' x 42" High Counter	**$ 134.00**	$ 169.00
4th Side Skirted	**$ 40.00**	
UNDRAPED DISPLAY TABLES - 30" HIGH		
Includes White Vinyl Top ONLY (No Skirting)		
2' x 4' x 30" High Table	**$ 47.00**	$ 58.00
2' x 6' x 30" High Table	**$ 50.50**	$ 62.00
2' x 8' x 30" High Table	**$ 59.00**	$ 72.00
UNDRAPED DISPLAY COUNTERS - 42" HIGH		
Includes White Vinyl Top ONLY (No Skirting)		
2' x 4' x 42" High Counter	**$ 56.00**	$ 67.00
2' x 6' x 42" High Counter	**$ 63.00**	$ 78.00
2' x 8' x 42" High Counter	**$ 69.00**	$ 86.50

DESCRIPTION	*ADVANCE PRICE*	*ONSITE PRICE*
TABLE-TOP RISERS (WHITE VINYL)		
4' x 12" High	**$ 47.00**	$ 58.00
6' x 12" High	**$ 57.00**	$ 71.00
SPECIAL BOOTH DRAPING		
8' High Back Drape and 36" High Side Drape - 4' Minimum Order		
3' High Drape per linear ft.	**$ 10.50**	$ 14.50
8' High Drape per linear ft.	**$ 14.50**	$ 19.00
BOOTH ACCESSORIES		
Cocktail Table	**$ 41.00**	$ 50.00
Wastebasket	**$ 14.50**	$ 17.50
Easel	**$ 27.00**	$ 33.00
22x28 Chrome Easel Sign Holders	**$ 40.00**	$ 50.00
8' Upright	**$ 19.00**	$ 24.00
Crossbar	**$ 19.00**	$ 24.00
STANDARD CARPET		
Price includes installation & taping front edge. NO PROTECTIVE COVERING. No guarntee of color match when ordering multiple carpets.		
9' X 10'	**$ 120.00**	$ 145.00
9' X 20'	**$ 206.00**	$ 241.00
9' X 30'	**$ 307.00**	$ 364.00
9' X 40'	**$ 408.00**	$ 464.00
9' X 50'	**$ 509.00**	$ 564.00
CUSTOM CARPET		
Price includes installation to fit booth space, protective covering & edges taped.		
INDICATE OVERALL DIMENSIONS:		
____ft. x ____ft. (100 sq. ft. min)	**$2.50/sq.ft.**	$3.00sq.ft.
CARPET PADDING (per sq. ft.)	**$ 1.50**	$ 2.00
VISQUEEN (per sq. ft.)	**$ .75**	$ 1.00

PLACE ORDER HERE

SELECT COLORS

Table / Counter Skirt Color: ☐ **Black** ☐ **Blue** ☐ **Teal** ☐ **Burgundy** ☐ **Red** ☐ **Grey** ☐ **White**

Special Booth Draping: ☐ **Black** ☐ **Blue** ☐ **Teal** ☐ **Burgundy** ☐ **Red** ☐ **Grey** ☐ **White**

Optional 4th Side TABLE Skirt: ☐ ***6'*** ☐ ***8'*** ***Optional 4th Side COUNTER Skirt:*** ☐ ***6'*** ☐ ***8'***

Standard Carpet Color: ☐ **Blue** ☐ **Teal** ☐ **Red** ☐ **Grey** ***Custom Carpet Color:*** ☐ **Blue** ☐ **Teal** ☐ **Red** ☐ **Grey**

VISQUEEN (INDICATE OVERALL DIMENSIONS) ____FT. X ____FT.

CARPET PADDING (INDICATE OVERALL DIMENSIONS) ____FT. X ____FT.

DESCRIPTION	*PRICE*	*QUANTITY*	*TOTAL PRICE*
			$
			$
			$
			$
			$
			$

CANCELLATION POLICY: **Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.**

PLEASE NOTE: If colors are not specified, Show Colors will be used. Subject to NJ 7% Sales Tax. Full Payment Must Accompany Order. Total All Items Ordered. Attach to Order Recap & Advance Payment Form, Enter Totals.

1. Total All Items Ordered	**$**
2. 7% Sales Tax	**$**
3. Payment Enclosed	**$**

SIGNAGE ORDER FORM

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

Discount Deadline Date
April 13, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - *PLEASE PRINT* | *DATE*

X

This Order Form should be used to order signs in addition to your booth identification sign.

** One color lettering on white show card unless specified below.*
** Allow 24 Hours for delivery for show site orders.*
** Add $6.50 for Easel back applied to sign.*
** Add $8.00 extra for non-white background. (not available at show-site)*

DESCRIPTION	*ADVANCE PRICE*	*OVERTIME RUSH*	*QUANTITY*	*TOTAL PRICE*
7” x 11”	**$ 29.50**	$ 37.50		
7” x 44”	**$ 34.00**	$ 40.00		
11” x 14”	**$ 37.50**	$ 51.00		
14” x 22”	**$ 50.00**	$ 68.00		
22” x 28”	**$ 64.00**	$ 83.50		
28” x 44”	**$ 90.50**	$ 110.00		
Grommets (Each)	**$ 5.00**			
Color Showcard (Each)	**$ 15.00**			
Additional Words (Cost per Word, over 10 words per sign)	**$ 6.00**			
Foamcore Sign (Per Square Foot)	**$ 12.00**			
Blank Foamcore (Per Square Foot)	**$ 2.00**			
Banners (Unframed with Grommets, Min. Size 16 Sq. Ft.)	**Price Upon Request**			
Logowork (Logo scanning, graphic design) **Per Hour**	**$ 75.00/Hr**			

Lettering/Showcard Background Color: (add $5.25 per sign)
White (no extra charge), Light Green, Dark Green, Teal
Light Blue, Dark Blue, Black, Coral, Orange, Red, Burgundy,
Buff, Yellow, Grey

1. Total All Items Ordered	**$**
2. 7% Sales Tax	**$**
3. Payment Enclosed	**$**

SELECT COLORS

Background Color: _____

Lettering Color: _____

SIGN TO READ

Indicate: ☐ **Vertical — OR —** ▭ **Horizontal.**
Please print. Attach a layout to this form if necessary. (Attach all Logos, Trademarks and Color Samples)

To eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report any discrepencies at show site.
NO ADJUSTMENTS WILL BE MADE AFTER THE SHOW CLOSING.

LABOR ORDER FORM

New Jersey Library Convention

Ocean Place Resort and Spa
April 21-22, 2015

Deadline Date
April 13, 2015

RETURN TO: *Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602*

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - *PLEASE PRINT* | *DATE*

X

LABOR RATES AND HOURS - *Minimum of One Hour*

Straight Time Hours: All hours between 8:00 AM and 4:30 PM, Monday through Friday
Overtime Hours: All hours between 4:31 PM and 11:59 PM, Weekdays and all hours Saturday and Sunday

One Hour Minimum Per Worker, thereafter 1/2 Hour Increments

	Straight Time	***Overtime***
Labor Rates	$85.00 per labor hr	$135.00 per labor hr

WORK AUTHORIZATION - We will require labor according to the following schedule:

	# of Workers	**Date**	**Time**	**Approximate Hours**
Installation Labor				
Dismantle Labor				

PLEASE INDICATE SERVICE DESIRED

☐ **SUPERVISION BY OCEAN RENTAL EXPOSITION SERVICES, LLC**

Ocean Rental Exposition Services, LLC will install and dismantle exhibit (Exhibitor need not be present)

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a $50.00 minimum on installation and a $30.00 minimum on dismantling.

Please provide an emergency phone number ( )_____Contact Name:_____

RETURN SHIPPING INSTRUCTIONS ARE AS FOLLOWS:

Ship To:
Name:_____Address:_____

City:_____State:_____Zip:_____Attention:_____

Via:_____Prepaid:_____Collect:_____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set-up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK-UP MEN AT TIME ORDERED.**

EXHIBITOR SUPERVISOR WILL BE:_____**PHONE NUMBER:**_____

BANDING AND SHRINK WRAP SERVICE

$75.00 Per Pallet Straight Time and
$90.00 Per Pallet Overtime for Either Service

Ocean Rental Expo. Services LLC shall not be responsible for Damage, Loss or Theft of display installed and/or dismantled under our Supervision. Ocean Rental Expo. Services, LLC shall not be responsible for loss, theft or disapperance of materials before, they are picked up from the Exhibitor's Booth for reloading after the show.

SUMMARY OF SERVICES

Installation	$
Dismantling	$
Supervision	$
Sub Total	**$**
7% NJ Sales Tax	$
Total	**$**

Payment Policy: Invoices must be settled at the Service Desk prior to the Show Closing. No telephone orders accepted. All charges payable in US Funds only. Check, cash, traceler's checks, Visa, Mastercard and American Express are accepted. **CREDIT CARD AUTHORIZATION REQUIRED WITH THIS ORDER.**